

**Exhibitor Appointed Contractor Process**

An Exhibitor Appointed Contractor (EAC) is a company or contractor hired by the exhibitor, who is not an employee of your company or of an official show contractor. EACs are most often independent installation & dismantle companies but also include supervisors, technicians, photographers, audiovisual, floral, furniture, flooring, and any other contractors who aren't the official of the show but provide a necessary service at show site for the Exhibitor.

Restaurant Show recognizes that exhibitors may have unique needs or partnerships with vendors other than our official partners. Therefore, we support this choice as long as the EAC conforms to the show and venue Rules & Regulations and carries the required insurance coverage.

With the increasing number of EACs, have come numerous added expenses. These expenses include legal costs resulting from increased liability claims, exhibit hall damage, excess cleaning charges, extra administration costs for wristbands, contracting, insurance tracking, etc. Rather than passing on these added costs to exhibitors, we have implemented an administrative fee payable by the EAC. Each EAC hired by an Exhibitor must agree to the Rules & Regulations and will be assessed a fee. An administrative fee of \$300 per booth location the EAC represents is required. The fee applies to all contractors regardless of the service they provide (labor, supervision, products, services, etc.).

The Exhibitor is responsible for providing the EAC with any necessary information pertaining to the exhibit hall (i.e., utilities, order forms, dates, hours, shipping information etc.)

**EAC Check-In**

- The EAC must check-in at the EAC check-in counter located in the Grand Concourse outside of the South Hall.
- Wristbands will only be given to the Supervisors, or the Onsite Contact provided when completing information via the online system and individual employees will not be allowed to pick up wristbands.
- Wristbands can be picked up at the below times.
  - Tuesday, May 13..... 7:00 AM – 4:30 PM
  - Wednesday, May 14..... 7:00 AM – 4:30 PM
  - Thursday, May 15..... 7:00 AM – 4:30 PM
  - Friday, May 16..... 7:00 AM – 4:30 PM

**Move-in and Move-out Schedule**

- **Move-in:**
  - Tuesday, May 13..... 7:30 AM – 4:30 PM (Target Move-In)
  - Wednesday, May 14..... 7:30 AM – 4:30 PM (Target Move-In)
  - Thursday, May 15..... 7:30 AM – 4:30 PM (Target Move-In)
  - Friday, May 16..... 7:30 AM – 6:00 PM (Target Move-In)

*\*\*Please see targeted move-in schedule for your actual move-in date and time.\*\**

Exhibitor must claim their booth by 4:30 PM on Friday, May 16. Exhibitors may continue to work until 6:00 PM, however services may not be available after 4:30 PM.

- **Show Hours:** *EACs are not allowed on the show floor during show hours.*

- **Move-out:**
  - Tuesday, May 20..... 3:01 PM - 7:30 PM\*
  - Wednesday, May 21..... 7:30 AM - 4:30 PM
  - Thursday, May 22..... 7:30 AM - 4:30 PM
  - Friday, May 23..... 7:30 AM – 12:00 PM

\*There is no entry or re-entry after 7:30 PM on Tuesday, May 20, 2025. Overtime begins at 7:30 PM on Tuesday, May 20. You may continue to work until 9:00 PM, however services may not be available after 7:30 PM.

\*Lakeside Center 3 exhibits must be dismantled and packed by 2:00 PM on Thursday, May 22 (Booths 9300-13700).

\*North Hall Expansion Area (B2) must be moved out by Noon on Thursday, May 22 (Booths 8300-9300).

**EAC Registration Process**

**Exhibitor Completes: EAC Designation**

1. Exhibitors must designate their EAC(s) no later than **April 15, 2025**. Designations MUST be made using the online EAC portal. It is the Exhibitor’s responsibility to ensure their designated EAC fulfills all requirements. Failure to do so will prevent the EAC from accessing the show floor.

[CLICK HERE](#) and select **Confirm EAC to complete the EAC Designation Process**

**EAC Completes: EAC Registration Process**

2. Once the online EAC Designation Process has been completed, the EAC will then receive an email with further instructions for submitting the required EAC documents which are **due April 15, 2025**.

**EACs will NOT be allowed on the show floor unless all of the requirements are satisfied:**

- EAC must pay a fee of \$300 for each booth location you are providing services or products for. Payment will be submitted via the online EAC portal. Payments are NONREFUNDABLE.
- EAC must complete all required documentation via the online EAC portal.
- EAC must agree to the Rules & Regulations outlined in Exhibitor Service Manual along with the EAC Rules & Regulations.
- EAC must submit a valid Certificate of Insurance (COI) via the online EAC portal. COIs must include the coverages outlined in the EAC Rules & Regulations.
- EAC must be registered and approved by McCormick place. If the EAC is not an approved EAC, please email [eventcontractors@mccormickplace.com](mailto:eventcontractors@mccormickplace.com) to complete the process.

**The EAC must upload the COI via the online portal with the following coverages:**

- Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate, and \$2,000,000 products & completed operations aggregate. Medical expense coverage of \$5,000 per individual and damage to premises coverage of \$300,000.
- Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident; only required if bringing on the show floor.
- Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee, and \$1,000,000 disease - policy limit.
- Additional Insureds to the General Liability, Automobile Liability, and Umbrella Liability policies with respect to operations performed by the Named Insured in connection with this project: Winsight, LLC, National Restaurant Association Show, Freeman Expositions, LLC, Global Spectrum, L.P. d/b/a OVG360, Ovations Food Services, L.P., the Metropolitan Pier and Exposition Authority, the Chicago Park District, and each of their respective agents, trustees, officers, board members and employees.
- COI must include the complete facility access dates of May 13 – 23, 2025.
- The certificate holder must be listed as: Winsight, LLC, Attn: National Restaurant Association Show, 300 S. Riverside Plaza, Suite 1600, Chicago, IL. 60606.